



1.15

NEIGHBORHOOD SERVICES
DEPARTMENT
OFFICE OF HUMAN SERVICES

CITY OF SACRAMENTO
CALIFORNIA

6005 FOLSOM BLVD.
SACRAMENTO, CA
95819-4613
PH 916-277-6005
FAX 916-277-6074

February 17, 1998

APPROVED
BY THE CITY COUNCIL

MAR 3 1998

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT SCHOOL CROSSING GUARD PROGRAM

LOCATION City-Wide

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution amending the FY 1997-98 Budget of the Neighborhoods, Planning and Development Services Department for the operation of the School Crossing Guard Program and directing the City Manager to negotiate Memorandums of Understanding with the School Districts participating in the program.

CONTACT Alan Boyd, Office of Human Services, 277-6077
Hinda Chandler, Public Works, 264-8422

FOR COUNCIL MEETING OF March 3, 1998

SUMMARY

This report provides information on the operation of the School Crossing Guard Program.

COMMITTEE ACTION

Not applicable.

BACKGROUND

In 1997 the Department of Public Works received grants totaling \$756,805. through the Federal Intermodal Surface Transportation Efficiency Act's Congestion Mitigation and Air Quality Program and a State Transportation Management Act program to fund a School Crossing Guard Program and related school safety programs through the city sponsored Captain Jerry Traffic Safety Program.

These grants are administered through the State Department of Transportation (Caltrans). The Public Works Department reviewed various mechanisms for implementing the School Crossing Guard program and determined that the Older Adult Services Section of the Neighborhoods, Development and Planning Services Department was the most appropriate entity to operate the program.

The program outline (Attachment A) provides a detailed overview of the proposed operational strategy for the program. As proposed the grant will support up to thirty-five (35) schools across the city. During the current school year three(3) schools in the North Sacramento School District and up to eight (8) schools in the Sacramento City Unified School District will be operational in early March. Additional Districts and schools will be added for the 1998-99 School year based on their interest and ability to provide their share of the site costs. Selection of sites is a joint endeavor of the School Districts and Traffic Engineering based on the accidents, near accidents, traffic volumes and other safety related factors surrounding the school.

As noted, the program is designed to provide employment opportunities for senior citizens living in the neighborhoods surrounding the schools and should provide for various intergenerational and safety related interactions between the crossing guards, school staff, the students and their families.

The City will recruit, select, in conjunction with School Principals, train and monitor the Crossing Guards and develop appropriate protocols with the School Districts, Police Department and Traffic Engineering for the effective operation of the program. All of the employees connected with the program will be appropriately screened through the Department of Justice prior to beginning employment.

A requirement for school site participation is that the schools begin to incrementally assume the costs of the crossing guards at their site while the City provides the overall program coordination, training and supervision of the program. As described, this is viewed as a long term collaboration between the School Districts and the City to maintain the program. The City will take the lead in assisting schools with fund development to support site costs as well as to support City costs when the initial grant funding ends. The program will be set up to support volunteer programs at schools as well as older student safety patrols.

FINANCIAL CONSIDERATIONS

The grant funding will provide for the operation of the program through the 2001 school year based on school site/district participation as noted. The City will seek grants and other funding sources to support the program beyond that period including both site costs as well as City costs to coordinate and operate the program. The recommendation to amend the current year budget is to reflect only the employee costs to operate the program. The overall costs and the specific Services and Supply costs were budgeted upon receipt of the grant

ENVIRONMENTAL CONSIDERATIONS

Not applicable.

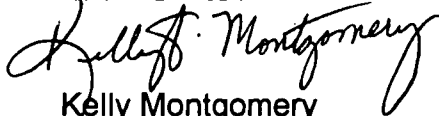
POLICY CONSIDERATIONS

This program is consistent with the City Council's goal of being responsive to neighborhood needs and for fostering partnerships with the School Districts.

MBE/WBE EFFORTS

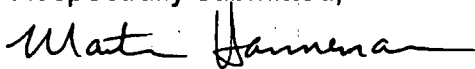
Not applicable.

APPROVED:



Kelly Montgomery
Director, Area 4

Respectfully submitted,



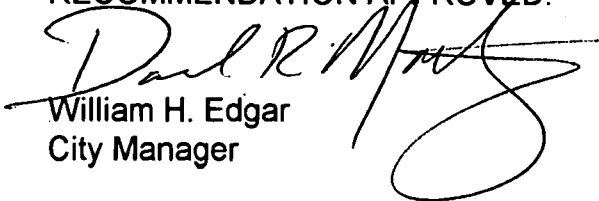
Marty Hanneman
Traffic Engineering Services Manager

Approved:



Duane Wray, Manager
Technical Services

RECOMMENDATION APPROVED:



William H. Edgar
City Manager

APPROVED:



Michael Kashiwagi
Director, Department of Public Works

CITY OF SACRAMENTO SCHOOL CROSSING GUARD PROGRAM

PROGRAM OBJECTIVES

- Provides for safety for children walking to and from their elementary school;
- Provides part-time employment opportunities for older adults living in the neighborhoods adjacent to elementary schools;
- Promotes intergenerational opportunities between the crossing guards, the students, their families and the entire school community;
- Fosters school/neighborhood/community relationships;
- Promotes an overall safety message to the neighborhood/community;

OPERATING PARAMETERS

- Sites to be determined by Traffic Engineering and School Districts;
- Program operates an average of 3.5 hours per day - before and after school;
- Two (2) guards per school and/or crossing - one to work during morning hours and one in afternoon; provide backup for each other in case of illness or other absence; Each guard works 8-10 hours per week;
- Guards are recruited from neighborhood immediately surrounding the school;
- School Principal involved in selecting the school guards to the extent possible;
- All guards provided with appropriate screening, training, equipment and monitoring.
- Coordinated with Captain Jerry Program and other school safety related programs;

NPDS DEPARTMENT ROLE

- Responsible for all aspects of program including day-to-day operations and liaison with Schools and Police Department;
- Operated by the Older Adult Services Section; will assign a Special Program Coordinator full time to the program and appropriate clerical support;
- Program and field supervision and coordination provided by the Coordinator who is also responsible for:
 - a) Personnel and payroll related issues including recruitment, selection, screening, training, monitoring, supervision and evaluation; Will utilize existing job descriptions and salary schedule as well as current Department personnel policies and procedures;
 - b) Development of protocols and on-going liaison with the School Districts and individual schools to include crossing guard recruitment, selection and monitoring, program coordination, articulation with other school activities, safety programs and inter-generational activities;
 - c) Development of operating protocols and on-going liaison with the Police Department;
 - d) Coordination with Captain Jerry Program and other related school safety programs;
- Assume the leadership in developing long range strategies (Volunteer Program; Fund Development, etc.) for sustainability of program including working with School District administrations;
- Responsible for majority of reporting aspects to State and Federal Granting agencies;

PUBLIC WORKS DEPARTMENT ROLE

- **Broad Oversight:** Provide technical assistance and advice to NPDS as needed; Include appropriate staff in training programs; provide liaison to Cal Trans as required; operate the Captain Jerry Program;

BUDGET & FINANCING STRATEGIES

- Grant funding provides for overall program administration and coordination and for site operations as outlined below thru 2001-02 School Year for up to 35 sites city-wide.
- SCHOOL DISTRICTS and/or SCHOOL SITES to share costs of site operations beginning the second full year.

Initial 180 days of operation	Free to each site
Year 2 - 180 days of operation	Site pays 25% of site costs: \$1,200-1,400.(*)
Year 3 - 180 days of operation	Site pays 50% of site costs: \$2,400-3,000.(*)
Year 4 - 180 days of operation	Site pays 75% of site costs: \$3,800-4,500.(*)
Year 5	Site pays all site costs: \$5,000 - \$6,000.(*)

(*) Reflect approximate cost ranges per site in 1998 costs:

In order to receive full benefit from grant, sites must begin program effective with the 1999-2000 school year; Program will continue providing District or other funds are obtained to support site operations. Sites with volunteer programs can be coordinated with minimal costs for equipment and supplies only.

- CITY to provide assistance in fund raising at the local level. PTA's, Service Clubs, Neighborhood Groups involved in raising site costs each year; Seek a service club (ie: Lions) to spearhead an annual city-wide fund raising drive to secure funds for all site level costs;
- CITY purposes to support overall program coordination and management beginning with the 2001-02 school year, with the above funding strategies, supporting individual site operations;
- CITY will seek alternative funding sources (Grants, etc.) for overall program administration and to defray some or all of the individual site costs.
- CITY will work with schools to make programs self-supporting and/or volunteer.

February 1998

APPROVED
BY THE CITY COUNCIL

MAR 3 1998

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 98-065
ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**RESOLUTION AUTHORIZING VARIOUS
MATTERS RELATED TO THE SCHOOL CROSSING GUARD PROGRAM**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

- 1) The FY 1997-98 Budget of the Neighborhoods, Planning and Development Services Department is hereby amended to reflect the operation of the School Crossing Guard Program as follows:

Expenditures:

101-450-4724-4101 Employee Services	\$102,375
101-450-4724-4715 Grant Reimbursement	(102,375)

- 2) A total of 4.50 FTE is added to the Office of Human Services (Org. 4724) of the Neighborhoods, Planning and Development Services Department to operate the program as follows:

- Special Program Coordinator - 1.00 FTE
- Clerical Assistant - .50 FTE
- School Crossing Guard - 3.00 FTE

- 3) The City Manager is directed to negotiate a Memorandum of Understanding with each School District participating in the School Crossing Guard Program.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

7